

**State of Connecticut  
The Department of Social Services  
Job Opportunity**

## **Accounting Careers Trainee**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Posting Date: December 4, 2013**

**Closing Date: December 11, 2013**

The Department of Social Services is currently accepting applications for three (3) Accounting Careers Trainee positions targeted to the job classification of Accountant. These positions are located within the Division of Financial Services in our Hartford Central Office.

**Open To: The Public and State Employees**

**Position: Accounting Careers Trainee (AR-15)  
Target Classification: Accountant (AR-23)**

**Position Numbers: 34560, 84257, 34381**

**Salary Range: \$43,353.00 - \$55,958.00 Annually (AR-15)  
\$62,411.00 - \$80,682.00 Annually (AR-23)**

**Bargaining Unit: Administrative and Residual (P-5)**

**Location: 25 Sigourney Street, Hartford, CT 06106**

The Accounting Careers Trainee position is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting position.

The duties assigned will include the following functions:

- Budgeting
- Purchase order chartfield approvals
- Contract reviews
- Analysis for FAC and deficiency estimates to ensure adequate funding is available to pay obligations when due.
- All analyses including ad hoc analysis on Other Expense services.
- Monthly expenditure and forecast updates
- Metrics
- Review of Payment Requests
- Payment Compliance
- Creating payment vouchers in CORE-CT
- Resolution of payment issues
- Spending plan review and correction
- Social Service Block Grant federal reporting and fund tracking.
- Federal Funding Accountability and Transparency Act (FFATA) reporting
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**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials.

**EXPERIENCE AND TRAINING:**

Possession of a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

**PROMOTION:**

Incumbents in this class are eligible for promotion without further competitive examination after the completion of a prescribed period of satisfactory service in their designated occupational specialty if they have permanent status and at least six months of service in the promoting agency.

**TERM OF APPOINTMENT:**

Appointment to positions in this class shall be for a period not to exceed twenty four (24) months unless there is a change in the employing agency or designated target class.

**SCHEDULE OF STARTING SALARIES  
FOR  
ACCOUNTING CAREERS TRAINEE**

<b>Minimum Requirements</b>	<b>Hiring Rate</b>	<b>Completion of 1 year Year of Training</b>
Bachelor's degree with 15 semester hours in accounting	Step 3	Step 5
Bachelor's degree with 30 semester hours in accounting	Step 5	Step 7
Master's degree in a related field and 15 credits in accounting	Step 5	Step 7
Master's degree in a related field and 30 semester hours in accounting	Step 6	Step 7

**Note:** These positions may be filled by candidates from mandatory Re-employment and SEBAC lists which we are obligated to use.

**VERY IMPORTANT:** If you do not possess a degree in Accounting, you must provide a copy of your college transcript that verifies you possess the minimum 15 semester hours in Accounting. Failure to include your transcripts with your application will disqualify you from consideration.

**APPLICATION PROCEDURE:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR-12 (State of Connecticut Application for Employment) and two (2) letters of professional references from current and/or previous supervisors. State employees must submit copies of their two most recent performance appraisals in lieu of references. The State of Connecticut Application for Employment (CT-HR-12) may be downloaded from the State of Connecticut's Department of Administrative Services' Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION](http://www.das.state.ct.us/exam/default.asp#APPLICATION). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application documents if you have faxed them. Incomplete or late applications will not be considered. Please note that due to the large number of applications received, we are unable to field phone inquiries.

**Please submit all of your application materials either by MAIL or FAX by close of business on December 11, 2013 to:**

**Maria Taylor, Principal Human Resources Specialist  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY WEDNESDAY, DECEMBER 11, 2013 CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**